



Town of Wyoming
Council Meeting Minutes
May 2, 2022, 6:30 P.M.

REGULAR TOWN COUNCIL MEETING

CALL TO ORDER – Mayor Bilbrough called the Meeting to order at 6:30p.m.

PLEDGE OF ALLEGIANCE – Mayor Bilbrough

MOMENT OF SILENCE – Mayor Bilbrough

ROLL CALL

Council attending: Mayor- Steve Bilbrough, Vice-Mayor- Doug Denison, Treasurer- Kyle Dixon, Secretary- Tracy Johovic, and Council person-Jeffrey Gravatt

Staff attending: Chief Martin Willey; Town Clerk, Roseann Lamar, and Financial Clerk/Officer Manager Michael Wooleyhand

Audience attending: Elaine Bilow, Donna Mason, Charlotte Dixon, Donna Storan, Gerry Storan, Ernie Piazza, Joyce Stockslager, Sheryl Ford, and Gwendolyn Colston

ADOPTION OF AGENDA- Amend Agenda to add Proclamations

Mr. Denison moved with a second by Mr. Dixon to approve the amended agenda to add proclamations on as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic, and Mr. Gravatt, Aye. None Opposed. Motion carried.

PUBLIC COMMENTS

- None.

ANNOUNCEMENTS – GOOD NEWS

- Mayor Bilbrough-Contract for park has been signed.
- Park will be closing after Labor Day so that old playground equipment can be moved.

ADOPTION OF PREVIOUS MEETING MINUTES

- April 4, 2022-Council Meeting
- April 4, 2022-Executive Session

Mr. Denison moved with a second by Ms. Johovic to approve the minutes as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, and Ms. Johovic, and Mr. Gravatt, Aye. None Opposed. Motion carried.

TREASURER’S REPORT

- Mr. Dixon presented balances, profit and loss reports and check register to council for review.

Mr. Denison moved with a second by Ms. Johovic to adopt the reports as presented. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic, and Mr. Gravatt, Aye. None Opposed. Motion carried.

POLICE REPORT

- Chief Willey presented April’s police report to council.
- April saw 74 traffic tickets, 49 warnings, 2 arrests and 124 total complaints that were handled by the WPD.
- Chief Willey advised of the Wyoming Fishing Derby coming up on Saturday June 4th at the Wyoming Park starting at 8 am. Registration has begun.
- Chief Willey announced to Mayor and Council that he will be resigning from the Wyoming Police Department as of May 16th, 2022. Handed Mayor Bilbrough his resignation letter.

FIRE COMPANY REPORT

- Mr. Piazza presented report to council.
- Report showed 70 alarms for the month of April.
 - 801 manpower hours.
 - In service for 29.6 hours.
 - Average alarm time 42 minutes.
 - Average for first truck to be enroute- 3 minutes.

C/W SEWER & WATER REPORT

- Nothing to report.

PLANNING & ZONING

- Mrs. Lamar advised that committee reviewed lot line adjustment for Mr. Greene for 203 Harrison Ave and 26 N. Caesar Rodney Ave. Mr. Greene was looking to adjusting the lot line on 203 Harrison Ave back to make it more even with the other surrounding parcels. The committee reviewed the request and did not see any reason to deny Mr. Greene’s request and made a motion for him to move forward with his request.
- Comprehensive Plan received final review and approval to move forward with council adopting plan. Planning and Zoning motion to recommend the adoption on the Comprehensive Plan to go to council at the May 2nd meeting for review.
- Mrs. Lamar advised committee is still working on revising the Land Use & Development Code and working with Delaware State University to update.

BUILDING PERMITS

- Mrs. Lamar advised that 7 new permits was submitted for April.
- Mrs. Lamar stated that permitting will most likely pick up in the upcoming months as the weather continues to get warmer most of the permits are fences.

CODE ENFORCEMENT

- None.

PARK/STREET

- None.

SPECIAL EVENTS

- None.

NEW BUSINESS

- **Ordinance #64-22 Comprehensive Plan Adoption**
 - First reading, Synopsis read by Mr. Wooleyhand.
- **Scholarship Committee**
 - Discussion on forming committee.
 - Ms. Tracy Johovic, Mr. Donald Dixon, Sergeant Baker, and Mr. Michael Wooleyhand will be reviewing applications and deciding.
 - Date will later be determined for meeting.
- **Business License Requirements for Food Related Establishments**
 - Mr. Wooleyhand advised that an email was received from the Department of Health regarding how the town goes about issuing food permit. Wanted to know if we verify, they have had an inspection from the Health Department.
 - Mr. Wooleyhand advised them that we require a business license to operate within town limits, they are required to provide us with their Delaware State license and a certificate of Liability Insurance.
 - Mayor and Council feel that it is not the towns responsibility to make sure they have had an inspection. Ultimately that should fall back onto the State.
- **Board of Adjustments**
 - Letter of intent from Ms. Patricia Heide to serve on the board read by Mr. Wooleyhand.

Mr. Denison moved with a second by Mr. Gravatt to accept Ms. Patricia Heide letter of interest. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic, and Mr. Gravatt Aye. None Opposed. Motion carried.

- **Proclamations**
 - Mr. Wooleyhand read Proclamation for the 53rd Annual Professional municipal clerk week. And Proclamation for National Police week.

UNFINISHED BUSINESS

○ **Peach Festival Committee**

- Mr. Mason advised that she could not get ahold of Ms. Talbot to get an itemized budget line to present at meeting.
- Mr. Wooleyhand had a proposed line-item budget of \$7,600.00.
- Peach Festival committee will review this at their next meeting on May 18th.

○ **Town Hall Interior Lighting**

- Reviewed quotes from Robert's Electric and Harry's Contracting.
- Harry's Contracting had stated makes more sense to replace light for light, this will save money in the long run. If the lights are too bright an option is to turn some of the rows of lights off.
- Discussion ensued on contracts
- Decision made to go with Roberts Electric

Mr. Dixon moved with a second by Ms. Johovic to contract Roberts Electric Inc. to replace town hall lighting. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

○ **Vending Machines**

- A lot of companies advised against placing vending machines down at the park.
- American Vending was the only one that would entertain putting a soda machine only at the park.
- If the vending machine is vandalized twice, they will remove the machine.
- Mr. Dixon stated putting a smile you're on camera sign up.
- Possible option to help deter people from vandalism.

Mr. Dixon moved with a second by Ms. Johovic to contract American Vending to install a soda machine at Wyoming Park. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

○ **Wingate Open Space Maintenance**

- Discussion on the four bids received for maintaining the open space.
- Quotes from DeBloois Landscaping, Fresh Cutz Lawncare, Young Landscaping and ShortCutz.
- After discussion on all four bids, decided to go with DeBloois Landscaping, contractor already known for doing work in town. Quote for \$5,250.00 weekly grass cutting, trimmed edged and trash will be cleaned up.

Mr. Denison moved with a second by Mr. Gravatt to contract DeBloois Landscaping to maintain the open space at Wingate. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic and Mr. Gravatt, Aye. None Opposed. Motion carried.

- **S. Layton Ave**
 - Mr. Denison presented information on speed cushions as a possibly option. These are used as a traffic calming practice.
 - Another options would be traffic cones set up similar to what Camden Walmart has to deter traffic going through the housing development.
 - Mayor Bilbrough suggested trying a speed reduction sign first or a three way stop sign.
 - Speed hump tabled at this time, could be looked at in the future.
 - Chief Willey suggested having DelDOT do a traffic study.
 - With further discussion with the matter decision was made to order a three way stop sign. Mr. Wooleyhand will put order in next day.

CALENDAR OF EVENTS

- Public Hearing, Thursday May 5th, 5:30pm.
- Peach Festival Meeting, Wednesday May 18th, 7pm
- Planning and Zoning Wednesday May 25^h, 6:30pm.
- Fishing Derby, Saturday June 4th, 8-11am.
- Town Council Meeting, Monday June 6th, 6:30pm.

COUNCIL COMMENTS

- None.

Mr. Denison moved with a second by Ms. Johovic to adjourn to executive session at 7:53pm. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic, Aye and Mr. Gravatt, None Opposed. Motion carried.

Mr. Denison moved with a second by Ms. Johovic to adjourn meeting at 8:14 pm. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Ms. Johovic, and Mr. Gravatt, Aye. None Opposed. Motion carried.

The meeting adjourned.

Roseann Lamar
Town Clerk